



**General Services Administration  
Federal Supply Service  
*Authorized Federal Supply Schedule Price List***

**Mission Oriented Business Integrated Services (MOBIS)  
Federal Supply Group: 874 Class: 8742**

***Contract Number: GS-10F-0009J***

***Malouf, Inc. dba LMA, Inc.***

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**[www.lma.to](http://www.lma.to)**

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**Business Size: Small, Women-Owned Business**

**Contract Period: November 13, 1998 through September 30, 2012  
*Price List Effective January 1, 2008***

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.fss.gsa.gov>

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to  
create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database  
system.

The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: **<http://www.GSAAdvantage.gov>**

## **LMA – Life & Management Applications**

### **1a. Table of awarded special item numbers and descriptions:**

<b>Special Item Number (SIN)</b>	<b>Description</b>
874-1, 874-1RC	Consulting Services
874-2, 874-2RC	Facilitation Services
874-4, 874-4RC	Training Services
874-5, 874-5RC	Support Products

**LMA** offers training and consulting services targeted at federal management and executive development initiatives. Our goal is to help our clients develop their human capital and support organizations as they move into the future. Consulting interventions help organizations establish clear goals and formulate workable strategies to support their business objectives. Training programs teach people how to work together more effectively and develop their potential as future leaders.

Our trainers and consultants specialize in the areas of influence, negotiation, resolving conflict, teambuilding, leading through change, and organizational savvy.

### **The LMA Approach**

Federal agencies are facing greater challenges that are unique to them and their cultures. The pressure to reduce spending, attract and retain talented people, do more with less resources, and also deal with the changes in administration, structure, and policy, all pose challenges on a daily basis. In addition, more and more people are leaving their positions, and the consequential loss of institutional knowledge is growing. The need to develop human capital is greater than ever.

At **LMA**, we focus on supporting the agencies in moving towards their business objectives. We teach people the skills they need to work and lead effectively. We assist individuals and organizations in identifying their strengths; the stepping-stones that lead to the attainment of desired results. Our clients become our partners in the journey towards success.

### **Consulting Services – SIN 874-1 and SIN 874-1RC**

#### **❖ Needs Analysis**

We determine what issues are at hand, who is involved, and what obstacles the client is facing. We perform critical incident interviews and have the people involved complete questionnaires. We review and analyze all the information. This helps us to understand the underlying trends, issues, and needs, and then we prepare feedback. We present our findings in a non-judgmental, honest, and politically sensitive way for all involved. We then facilitate the group to determine what to do next. We always review and plan next steps.

❖ **Core Competencies**

Our process for conducting competency studies supports growth. It ties into improving the organization by helping the clients learn how to select the right people, manage people against a relevant set of competencies, support people to manage themselves to achieve higher performance levels, and train those whose performance is lacking in this identified set of competencies.

❖ **Concept Development**

Concept development is designed to help clients understand their customers' spoken and unspoken needs, and then translate those needs into a product or service. Clients are able to connect the customers around what they really want, what their frustrations are, and most important, what would make them believe in the product or service.

❖ **Executive Coaching**

Our process of Executive Coaching focuses on the individual and those individuals who work with him/her. We meet with the manager and the targeted person to establish expectations, objectives, and ground rules. We use a 360-degree feedback instrument, and shadowing and training programs if needed. We schedule meetings and telephone calls with the individual to reinforce objectives over an initial agreed upon time period.

❖ **Customized Courses**

LMA will customize any of its programs to fit into the client's culture or to use for a particular event or conference. We use many of our basic programs and models as the starting ground for the type of intervention needed. We may develop new exercises or write longer cases, or put together modules to create a new program.

**Facilitation Services – SIN 874-2 and SIN 874-2RC**

LMA consultants provide facilitation and related decision support services to agencies engaging in collaboration efforts with working groups and teams. Agencies often bring together diverse teams and/or groups with common and divergent interests. These teams and/or groups may need a neutral party to assist them in their use of problem-solving techniques, defining and refining the agenda, leading large and small group briefings and discussions, resolving disputes and disagreements, aligning those with divergent views, focusing on the issues, decision-making, and in the overall planning.

**Training Services – SIN 874-4 and SIN 874-4RC**

Our training programs are conducted as in-house workshops, and the programs can be tailored to specific work groups and situations.

At an individual level, we offer interpersonal influence and negotiation skills training.

At a team level, we conduct workshops that teach team member skill, team creativity, and innovation.

At an organizational level, we offer a workshop on leadership and managing change.

LMA offers the following programs:

- ❖ Creating Results
- ❖ Positive Power and Influence
- ❖ Resolving Conflict: The Key to Lasting Agreements
- ❖ Leading People for Successful Projects
- ❖ Building Productive Relationships

For a more detailed description of these programs please visit our website at [www.lma.to/](http://www.lma.to/)

### **Support Products – SIN 874-5 and SIN 874-5RC**

LMA's support products are those items used in support of services offered in SIN 874-1, SIN 874-1RC, SIN 874-2, SIN 874-2RC, SIN 874-4 and SIN 874-4RC, listed above.

### **For More Information...**

To get more information on the above services, please visit our website or contact Cynthia Smith by email at [Cynthia@lma.to](mailto:Cynthia@lma.to), by telephone at 301-931-8444, or by fax at 301-931-1894.

### **1b. Pricing**

LMA's pricing is consistent with the quality of service we provide. In collaboration with LMA, you can bring the talent of all the individuals of your organization to bear on each and every project you complete resulting in reduced cost and increased productivity.

Discounts applied to services exceeding \$500,000.00.

### **Consulting Services – SIN 874-1 and SIN 874-1RC**

<b>Labor Category</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>
Senior Consultant	\$289.77	\$2,318.16
Consultant	\$271.07	\$2,168.56
Instructional Designer	\$243.14	\$1,945.12
Desktop Publishing	\$67.33	\$538.64
Administrative	\$44.89	\$359.12

### Facilitation Services – SIN 874-2 and SIN 874-2RC

Labor Category	Hourly Rate	Daily Rate
Senior Consultant	\$289.77	\$2,318.16
Consultant	\$271.07	\$2,168.56
Instructional Designer	\$243.14	\$1,945.12
Desktop Publishing	\$67.33	\$538.64
Administrative	\$44.89	\$359.12

### Training Services – SIN 874-4 and SIN 874-4RC

Title of Course	Length of Course	Total Price of Course	Minimum # of Participants
Creating Results/In-house	18 hrs/2 days	\$5,985.00	8
Positive Power and Influence/In-house	18 hrs/2 days	\$5,985.00	8
Resolving Conflict: The Key to Lasting Agreements/In-house	18 hrs/2 days	\$5,985.00	8
Leading People for Successful Projects/In-house	18 hrs/2 days	\$5,985.00	8
Building Productive Relationships/In-house	18 hrs/2 days	\$5,985.00	8
Creating Results/In-house	27 hrs/3 days	\$8,678.25	8
Positive Power and Influence/In-house	27 hrs/3 days	\$8,678.25	8
Resolving Conflict: The Key to Lasting Agreements/In-house	27 hrs/3 days	\$8,678.25	8
Leading People for Successful Projects/In-house	27 hrs/3 days	\$8,678.25	8

Note: A second trainer is required for all in-house courses with an enrollment in excess of 15 participants up to a maximum of 30 participants. The daily price for a second trainer is \$2,168.56.

### Support Products – SIN 874-5 and SIN 874-5RC

Item	Unit	Pricing 1 – 99	Pricing 100 – 499	Pricing 500+
2-Day Creating Results Workbooks	1 Set	\$161.60	\$152.61	\$143.64
2-Day Positive Power and Influence Workbooks	1 Set	\$161.60	\$152.61	\$143.64
2-Day Resolving Conflict: The Key to Lasting Agreements Workbooks	1 Set	\$161.60	\$152.61	\$143.64
2-Day Leading People for Successful Projects Workbooks	1 Set	\$161.60	\$152.61	\$143.64
2-Day Building Productive Relationships Workbooks	1 Set	\$161.60	\$152.61	\$143.64
3-Day Creating Results Workbooks	1 Set	\$188.53	\$178.05	\$167.58
3-Day Positive Power and Influence Workbooks	1 Set	\$188.53	\$178.05	\$167.58
3-Day Resolving Conflict: The Key to Lasting Agreements Workbooks	1 Set	\$188.53	\$178.05	\$167.58
3-Day Leading People for Successful Projects Workbooks	1 Set	\$188.53	\$178.05	\$167.58

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery area):** 48 Contiguous States and Washington D.C.
5. **Point(s) of production (city, county, and state or foreign country):** Same as Contractor
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted). See prices attached.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items:** None
- 11a. **Time of Delivery:** 45 days ARO
- 11b. **Expedited Delivery:** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery:** The Contractor will indicate whether overnight delivery and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements:** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor

- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as Contractor
- 15. Warranty provision:** Contractor's Standard Commercial Warranty
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 09-5518049
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Yes
- 27. Uncompensated Overtime:** N/A

## **Labor Category Descriptions**

### **SIN 874-1 and SIN 874-1RC**

**Senior Consultant:** Master's degree in a relevant professional discipline (or years of equivalent experience) and 10 or more years of experience in needs assessment, change management, strategic planning, executive coaching, etc. Performs as lead consultant or trainer on above-mentioned activities.

**Consultant:** Bachelor's degree in a relevant professional discipline (or years of equivalent experience) and 10 or more years of experience. Areas of expertise may include strategic planning, organizational assessments, evaluations, etc. Performs as analyst and may consult or train on small projects or teams.

**Instructional Designer:** Bachelor's degree and 5 or more years of experience. Performs design and development of training programs and customized organizational development interventions.

**Desktop Publishing:** High School Diploma and three years experience in Desktop Publishing. Provides support to consultants, clients, and other personnel developing customized workbooks, internal marketing pieces, and any materials related to consulting activities and/or training programs.

**Administrative:** High School Diploma and three years experience in a word processing and administrative environment. Provides support to consultants and other senior personnel conducting consulting activities including word processing, contract administration, scheduling, etc.

### **SIN 874-2 and SIN 874-2RC**

**Senior Consultant:** Master's degree in a relevant professional discipline (or years of equivalent experience) and 10 or more years of experience in teambuilding, problem solving, dispute resolution, etc. Performs as lead consultant or facilitator on above-mentioned activities.

**Consultant:** Bachelor's degree in a relevant professional discipline (or years of equivalent experience) and 10 or more years of experience. Areas of expertise may include teambuilding, small group facilitation, defining agendas, etc. Performs as facilitator on small projects or with intact teams.

**Instructional Designer:** Bachelor's degree and 5 or more years of experience. Performs design and development of training programs and customized organizational development interventions.

**Desktop Publishing:** High School Diploma and three years experience in Desktop Publishing. Provides support to consultants, clients, and other personnel developing customized workbooks, internal marketing pieces, and any materials related to consulting activities and/or training programs.



**Administrative**: High School Diploma and three years experience in a word processing and administrative environment. Provides support to consultants and other senior personnel conducting consulting activities including word processing, contract administration, scheduling, etc.